QUICK REFERENCE GUIDE
MPERA WEB REPORTING SYSTEM – TRANSFER & LOAD

The following is a quick reference guide for reporting non-contributing employee information in addition to the reporting for member payroll and contributions using the MPERA WEB Reporting System. It is not meant to replace the instructions in the MPERA Employer Handbook, which includes detailed descriptions. Please refer to your handbook for details.

STEP 1 – THE TRANSFER & LOAD:

A. From the MPERA WEB Reporting System Home Page, locate the Transfer Payroll File section on the left hand side of the screen. Select the option Transfer and Load File from the dropdown list. Click GO.
B. The Transfer and Load Browse window will pop up. Click on the "Browse" button and navigate to the file you wish to transfer. (If you don't know where the file resides, contact your software company.)
C. Double click on your payroll file and click on "Submit".
D. Wait for the screen which confirms the file has been successfully transferred, loaded and validated.

STEP 2 – VERIFY TOTALS & CHECK FOR ERRORS:

A. At the homepage, enter your employer number in the Employer box if it is not there already.
B. Click on the "Payroll Status" button to the right of your agency name. (If this does not work for you, you may also access your report by opening the menu in the Payroll box and selecting Payroll Update.)
C. Click on the blue words that say "Action Required-Click Here".
D. When the report opens you will get a reminder pop up message that says "Remember to check the term checkbox for any employee leaving your agency". Click OK to exit this message.
E. Click on the "Payroll Errors" Tab.
F. Check for any errors. All **critical** errors must be corrected.
G. Click on the "Payroll Summary" tab.
H. Verify totals for Earnings, Contributions and Total Due. If you do NOT agree with the totals, find out what is wrong. If you agree with the totals, enter the amount of check/payment in the "Remitted this Report" box. This should match the total due unless you have an over/under balance.

STEP 3 – REPORT NON-CONTRIBUTING EMPLOYEE PAYROLL

If you are reporting non-contributing employees, choose one of the following options:
VERIFY ELECTRONIC FILE – Non-contributing employees are reported on your electronic file.
MANUAL ENTRY – Non-contributing employees are not reported on your electronic file and this is the first time you are reporting non-contributing employees.
COPY FORWARD – Non-contributing employees are not reported on your electronic file and you reported non-contributing employees in the previous payroll report and you do not wish to re-enter the information manually.

REPORT NON-CONTRIBUTING EMPLOYEE PAYROLL – VERIFY ELECTRONIC FILE

A. Check for any errors in the "Non-Contributing Employees" section of the "Payroll Errors" tab or click on the "Non-Contributing Employees" tab and scroll through each employee record. Correct all **critical** errors

REPORT NON-CONTRIBUTING EMPLOYEE PAYROLL – MANUAL ENTRY

A. Click on the "Non-Contributing Employees" tab.
B. Enter the payroll information for each non-contributing employees.
C. After entering the information for all non-contributing employees, click on the "Validate Payroll" button.
D. Check for any errors by scrolling through each payroll record or click on the "Payroll Errors" tab to view a list of the errors located in the "Non-Contributing Employees" section. All **critical** errors must be corrected.

REPORT NON-CONTRIBUTING EMPLOYEE PAYROLL – COPY FORWARD

A. Click on the "Non-Contributing Employees" tab.
B. Click on the "Copy From Previous Report" button. The non-contributing employee payroll information from the previous payroll period will be used to populate the payroll information for the new payroll report.
   Note: The button is only visible if non-contributing employees were reported for the previous payroll period.
C. Edit the payroll information, as necessary. You will be allowed to add new employees or delete employees who are no longer employed.
D. After editing the information, click on the "Validate Payroll" button.
E. Check for any errors by scrolling through each payroll record or click on the "Payroll Errors" tab to view a list of the errors located in the "Non-Contributing Employees" section. All **critical** errors must be corrected.

COMPLETION OF NON-CONTRIBUTING EMPLOYEE PAYROLL

When closing out of the window, you will have to respond to the question "Have all employees been entered for this report period?"

a) If not complete, ensure the "No" radio button is selected. You can leave the application and come back at a later time to finish.
b) If yes, select the "Yes" radio button. If all non-contributing employees have been entered for this report period, your payroll will go to balanced and be posted if your payroll is error-free.

STEP 4– VALIDATE PAYROLL:

A. If you do not have any non-contributing employees to report, click in the "No Non-Contributing Employees" checkbox located in the header section of the screen.
B. Click on "Validate Payroll".
C. A message will pop up – "Payroll is error free…". Click OK. If you get any other message, you have errors that need to be corrected. Reference the "Payroll Errors" tab and the "Member Errors" tab to correct errors. You will need to re-validate after making corrections.

STEP 5 – SUBMIT PAYMENT:

SUBMIT ACH PAYMENT:

A. Once payroll is error free, select the "Authorize ACH Payment" button at the bottom of the Payroll Summary tab. (Be sure that the funds have been deposited to the account that the payment comes out of before submitting ACH payment.)
B. If you are authorizing your payment prior to your due date (5 working days after each regularly occurring payday) you may choose the date in which the ACH payment is to be processed. Click on "Authorize Payment". If you are authorizing your ACH payment on the due date or later you will not be given this option.
C. A message will pop up saying the ACH transaction has been successfully authorized. Payroll is ready to be posted. The next report period is ______. Click on OK.
D. As long as you **have not** postponed your ACH payment the status in the upper right hand corner of the screen will read "Balanced". If you **have** postponed your ACH payment the status will read "Unbalanced". Either way, you may now print a copy of your report by selecting the "Print Payroll Report" button at the bottom of the page.

SUBMIT PAYMENT BY CHECK:

A. At the "Payroll Summary" page, screen print the total page. (See Additional Reporting Information section in the Employer Handbook for instructions.)
B. Attach check to screen print and mail to MPERA.
C. If you pay by check you will not be able to print your report until payment has been posted by MPERA.

TO RETURN TO THE MPERA WEB REPORTING SYSTEM HOME PAGE, CLICK ON THE GREEN HOUSE IN THE UPPER LEFT HAND CORNER OF THE WINDOW.